

Professional and Managerial Branch
Code Compliance Group
Building Services Series

CHIEF PLANS EXAMINER

03/02 (REB)

General Purpose

Under direction, organize, direct and coordinate plan review for residential, industrial and commercial building permits; perform more complex reviews and master plan reviews.

Typical Duties:

Oversee and coordinate plan review division for issuance of building permits. Involves: Provide complete review of building construction, remodel, addition, repair or demolition, change of occupancy plans for compliance with all applicable codes. Provide on-site technical assistance to developers, contractors, homeowners, and other customers. Coordinate the plan review within the plan review division when undergoing multiple reviews such as building, structural, zoning, plumbing, electrical, fire, mechanical and landscape. Keep customers informed of the plan review status. Develop and implement division policies and procedures to improve services. Coordinate plan reviews with other city departments. Provide technical assistance to inspectors on the more unusual or difficult code compliance requirements. Issue and post certificates of occupancy when buildings are completed in compliance with applicable codes. Perform duties of plan reviewers, inspectors, or other subordinates to ensure timely processing of plan reviews. Approve liquor license applications. Testify in court and before various boards of appeal.

Provide administrative support. Involves: Develop objectives and timelines for the division. Provide monthly reports based review of progress. Monitor expenditures and project anticipated needs of the division based on the Building Services Department goals and objectives. Participate in partnering efforts with other city departments or divisions. Provide input and technical support to various City boards, committees, commissions, City Council, City management and Mayor. Respond to media, television and newsprint requests for information. Respond to Open Record Requests. Handle telephone calls requesting information or filing complaints. Route complaints to appropriate section or individual. Handle the more sensitive or highly political investigations and cases. Conduct speaking engagements at citizens groups, City Representatives meetings with the public. Research changes in codes and regulations.

Supervise assigned personnel. Involves: Schedule, assign, guide and check work. Review operational and procedural activities. Prioritize and coordinate sectional activities. Appraise employee performance and review evaluations by subordinates. Provide staff training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend staffing, merit pay or other employee status changes.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of the principles, methods and materials of construction.
- Comprehensive knowledge of national, state and local regulations and professional standards related to building construction and remodeling.
- Considerable knowledge of building materials and alternative materials and methods.
- Good knowledge of liquor licensing rules and regulations.
- Good knowledge of administrative and supervisory practices and procedures.
- Good knowledge of public speaking and public relations methods.
- Ability to interpret a variety of building plans, blueprints and diagrams related to building codes and regulations.
- Ability to interpret oral, written, mathematical, legal, statistical and regulatory information dealing with enforcement, building codes, ordinances and standards.

- Ability to establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the public.
- Ability to provide clear and concise oral and written communication to present technical instruction and direction to inspectors, contractors, and homeowners and prepare reports.

Other Job Characteristics

- Occasional exposure to inclement weather, hazardous conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens during construction and building site inspections.
- Occasional exposure to irate members of the public.
- Occasional driving through City traffic.
- Frequent public presentations.

Minimum Qualifications

Education and Experience: Equivalent to a combination of completion of two (2) years of college coursework with an emphasis on civil or structural engineering, architecture, or related field and eight (8) years of progressively responsible building trade or trades related experience including three (3) years of residential or commercial construction inspection or plan review experience.

Licenses and Certificates: Certification by Southern Building Code Congress or International Congress of Building Officials as a Building, Plumbing, Mechanical, Electrical or Fire Code Analyst required by time of appointment; and certification as a Certified Building Official by the International Code Council within one (1) year of date of appointment. Texas Class "C" Driver's License or equivalent from another state.

Personnel Director

Department Head